## CNA Resume Sample 1

**Ernest Kelley**

1565 Gordon Street, Fullerton, California, 93632

*ernest@email.com*

909-533-5800

### A. Summary

Professional Certified Nursing Assistant with over 7 years of experience in the arena of nursing and medical assistance. I am looking for a job where I can display my skills and abilities, as well as my medical knowledge and my compassionate and caring nature.

### B. Working Experience

* **2012 – Present – Lake Forest Nursing Center, San Francisco, California**

**Responsibilities**: Observed how the patients behaved, checked their vital signs and recorded them into their file or as per doctor’s or nurse’s request. Making sure that the patients’ diet, as well as their medication plans, were being implemented in a correct fashion. Prepare all the residents for their medical tests as well as procedures. Assist the doctors and nurses during medical procedures if they asked for it or there was a need. Collect urine and blood samples from the patients as per the physician’s orders. Change the dressing on patients that have come out of surgery or from particular medical procedures.

**Achievements**: I devised and implemented a new way of organizing the medical supplies which made them available 24 hours a day. It also saved money, as the new system pre-announced when the facility would run out or when the medication expired. In this way, they could be returned to the provider and receive the money back.

* **2009 – 2012 – California Mission Inn, Fullerton, California**

**Responsibilities**: Checked the patients’ vital signs every day. Assisted them with their toilet and grooming needs on a daily basis. Attending to patients that were bed ridden. Moving patients or facilitating movement for them from one room to the next or from one part of the facility to the other. In charge of drug management. Administering both oral and injectable prescribed medication to all patients. Change side for patients who were bedridden so that they don’t get bed sores. When they were discharged or wanted to leave, explain how their medical plan should follow up to all patients.

**Achievements**: Received the award for Best Nursing Assistant in 2011.

### C. Education and Academic Training

* Graduated from the Irvine Community College in California in 2008
* I have a Basic Nurse Assistant Training Certificate

### D. Job Related Skills

* Very familiar with medical terminology
* At ease with the protocols of HIPPA infection control
* CPR/BCLS Certified

### E. General Skills

* Very good communication skills
* Compassionate
* Eager to help others
* Bilingual. I speak both English and Spanish
* Database management
* Proficient with Excel and Word
* Efficient team player
* Ability of sustain hard physical work
* Willing to accept long hours, shifts or overtime